Ministry of Housing, Land and Marine Affairs

Home Application Fulfillment System
User's Guide

Showing Trinidad and Tobago a New Way Home

The Ministry of Housing, Land and Marine Affairs

The Ministry of Housing, Land and Marine Affairs comprises a head office with three (3) affiliated Agencies assisting with the formulation, implementation and promotion of plans, programmes and projects to achieve Government's Housing Policy.

These Agencies are:

1. The National Housing Authority
2. The Land Settlement Agency
3. The Sugar Industry Labour Welfare Committee.

The general objective of the Ministry of Housing, Land and Marine Affairs is to provide affordable and acceptable Housing Solutions towards the creation of integrated and wholesome communities. In this context, the core business of the Ministry of Housing, Land and Marine Affairs involves:

- Economic research
- Policy management
- Policy formulation
- Supply of land information
- Regularisation of squatter settlements
- Sale of housing assets
- Construction and maintenance of housing units and the collection of related revenues

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About HAFS

The Home Application Fulfillment System (HAFS) revolutionizes the way in which the Ministry of Housing, Land and Marine Affairs and its Agencies interact with the citizens of Trinidad and Tobago. It allows citizens to register with the Ministry and apply online via the Internet, for a new house, rental accommodation, squatter regularization or home improvement loans. HAFS facilitates the following:

- Allows applicants to make changes to their application online.
- Allows applicants to view the status of their application online.
- A more efficient and effective system for processing Home Applications.
- Transparent and fair allocation of housing solutions based on Government approved Housing Allocation Policies.
- Allocation of alternative housing options (rental accommodation) to applicants who do not qualify for new home mortgages.
- Communication between the applicants and the Ministry's Agencies through the use of messaging and email facilities via the Internet.
- Provides accurate statistics on the effective demand for housing in Trinidad and Tobago.
- Provides statistics on the types of units and preferred housing locations.

What Can You Do In HAFS?

In HAFS, an applicant can:

1. Register, that is, create an account with the Ministry of Housing.
2. Submit an Application for a housing solution (new home or rental accommodation).
3. Become a Co-Applicant of an existing application.
4. Make changes to their housing Application.
5. View the status of their application.

Understanding the Process of Applying Online

Applying online for any of the services provided by the MOH and its Agencies is exactly the same as completing a manual application form and submitting it for processing. The major difference with applying via the Internet is that the application form is submitted electronically and is immediately entered into the Ministry's Housing Application Database System for processing.

The services an applicant can apply for through the various Agencies are: new home mortgage, rental accommodation, home improvement loan and squatter requlariza tion.

Applying for a service online involves the following simple steps:

1. **Registering with the Ministry of Housing, Land and Marine Affairs .** The registration process allows the applicant to create an account along with a username and password that allows them access to their individual account in the HAFS database. Creating an

personal information by the applicant. Both the principal applicant and the co-applicant(s) are required to create individual accounts.

2. **Updating Personal, Financial and Demographic information**. After creating an account, the applicant completes entry of his/her personal, demographic and financial information. The financial information is critical as it is evaluated by HAFS to determine if an applicant(s) financially qualify for the service being requested. Both the principal and co-applicant(s) are required to enter their financial information.

3. **Create and submit an application**. After creating an account, the principal applicant must enter and submit an application (form) for the service being requested. During this step, the principal applicant indicates the service required by selecting the appropriate application type and the Agency providing the service. For example, if an applicant is applying for a new home, he/she will select, "New Home Mortgage" as the Service/Solution required and either "National Housing Authority" or "Sugar Industries Labour Welfare Committee" as the Agency providing the service.

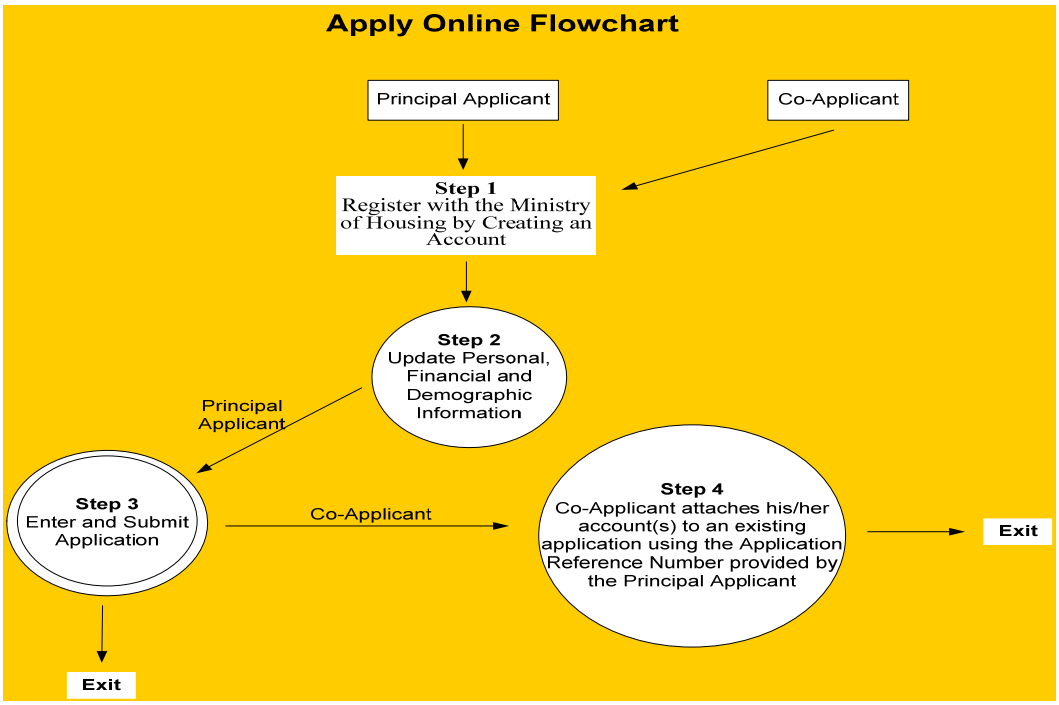
   The information required to complete an application is dependent on the service being requested. Thus, some application forms will take longer to complete as additional information must be entered. Upon submission, an application is assigned a unique Application Reference Number that will be used by the principal applicant to access the application. If the principal applicant is the only applicant, the application is completed and ready for processing by the relevant Agency. Otherwise, proceed to Step 4.

4. **Becoming a Co-Applicant** of an application requires the co-applicant attaching their account to an existing application. The principal applicant must provide the co-applicant with the **Application Reference Number** of the application to which they are to

become a co-applicant. Once the co-applicant(s) have attached his/her account(s) to the application, the application is completed and ready for processing by the relevant Agency.

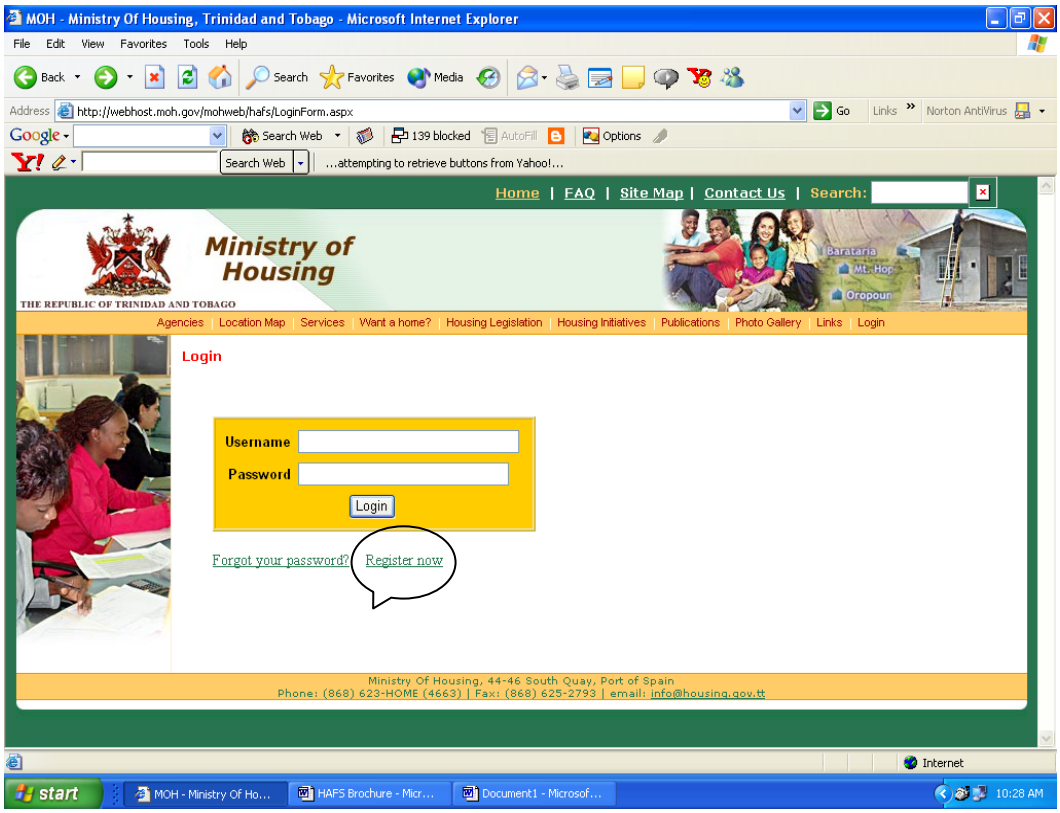
Principal Applicant and Co-Applicant

An application can have a maximum of three applicants: **one (1) principal applicant** and **two (2) co-applicants**. The principal applicant is considered the owner of the application and will be responsible for making all changes to the application. The co-applicant(s) will share the financial responsibility of any service/solution provided but will not be the owner of the application. That is, the co-applicant will not be allowed to make changes to the application. Both the principal applicant and the co-applicant will share the financial responsibility of the service/solution provided by the Agency.



Login to HAFS

The ***LOGIN*** option on the Home Page of the Ministry of Housing, Land and Marine Affairs 's Website allows users to access HAFS. Click **Login** to launch the HAFS Login Page. The following page appears:

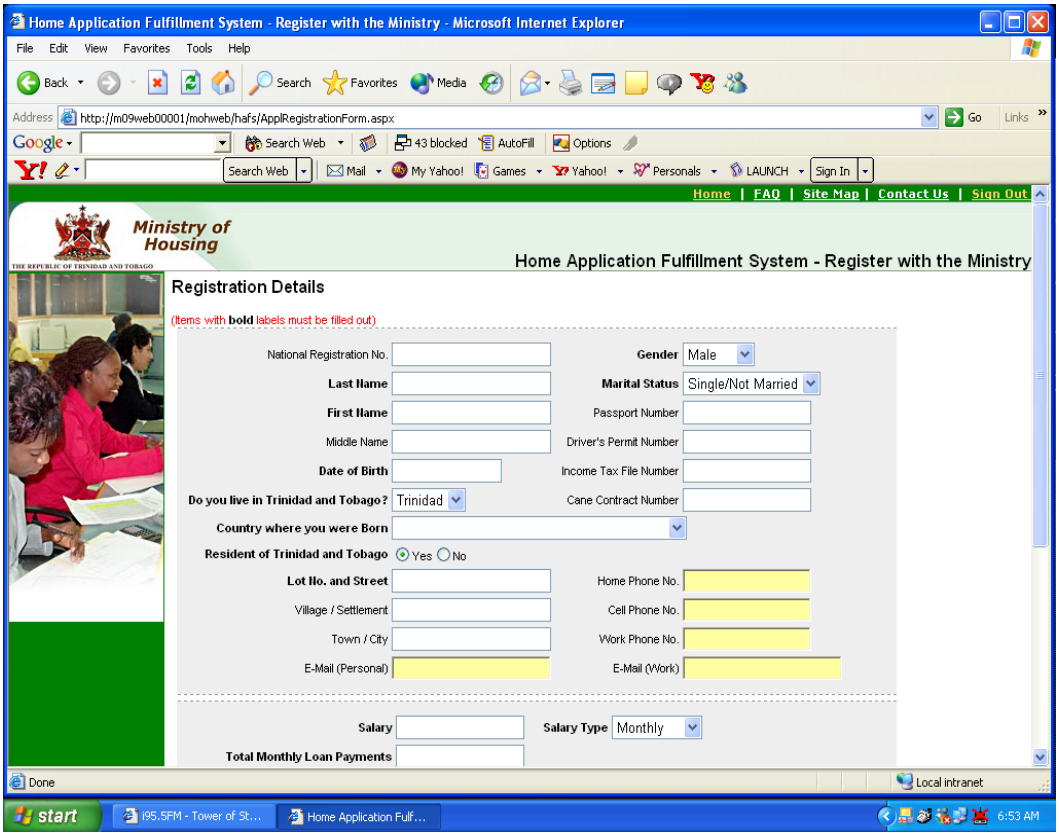

MOH - Ministry Of Housing, Trinidad and Tobago - Microsoft Internet Explorer
http://webhost.moh.gov/mohweb/hafs/LoginForm.aspx
Home | FAQ | Site Map | Contact Us | Search:
Ministry of Housing
THE REPUBLIC OF TRINIDAD AND TOBAGO
Agencies | Location Map | Services | Want a home? | Housing Legislation | Housing Initiatives | Publications | Photo Gallery | Links | Login
Login
Username
Password
Login
Forgot your password?
Register now
Ministry Of Housing, 44-46 South Quay, Port of Spain
Phone: (868) 623-HOME (4663) | Fax: (868) 625-2793 | email: info@housing.gov.tt
start
10:28 AM

Enter your **Username** and **Password** if you have already registered an account with the Ministry. Otherwise, click ***Register Now*** to create your account.

Registering with the Ministry of Housing, Land and Marine Affairs

The first step in the application process is registering with the Ministry. To register, an applicant enters basic personal and demographic information about his/her self in the HAFS database.

To register with the Ministry of Housing, click ***Register Now*** on the **Login** page. The following form appears:


Home Application Fulfillment System - Register with the Ministry - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://m09web00001/mohweb/hafs/ApplRegistrationForm.aspx
Go Links
Google Search Web 43 blocked AutoFill Options
Search Web Mail My Yahoo! Games Yahoo! Personals LAUNCH Sign In
Home | FAQ | Site Map | Contact Us | Sign Out
Ministry of Housing
THE REPUBLIC OF TRINIDAD AND TOBAGO
Home Application Fulfillment System - Register with the Ministry
Registration Details
(Items with bold labels must be filled out)
National Registration No.
Gender Male
Last Name
Marital Status Single/Not Married
First Name
Passport Number
Middle Name
Driver's Permit Number
Date of Birth
Income Tax File Number
Do you live in Trinidad and Tobago? Trinidad
Cane Contract Number
Country where you were Born
Resident of Trinidad and Tobago Yes No
Lot No. and Street
Home Phone No.
Village / Settlement
Cell Phone No.
Town / City
Work Phone No.
E-Mail (Personal)
E-Mail (Work)
Salary
Salary Type Monthly
Total Monthly Loan Payments
Done
Local intranet
start
i95.5FM - Tower of St...
Home Application Fulf...
6:53 AM

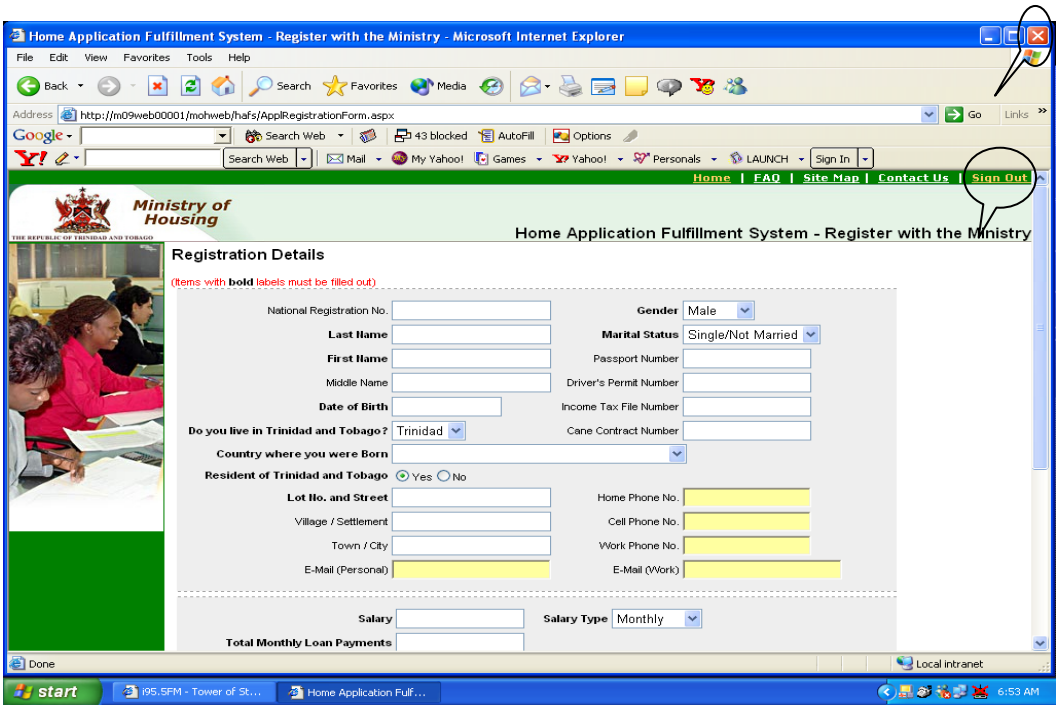
All field names in *BOLD* type font are mandatory fields and information must be entered for them.

To create your account:

1. Enter requested information. Upon completing your form, review your registration details to ensure it is accurate.
2. Write down you Username and Password.
3. Click ***Submit*** to create your account. If there are any errors with your form, the system will notify you of the specific errors that occurred so you may correct them.

To terminate the registration process, do one of the following:

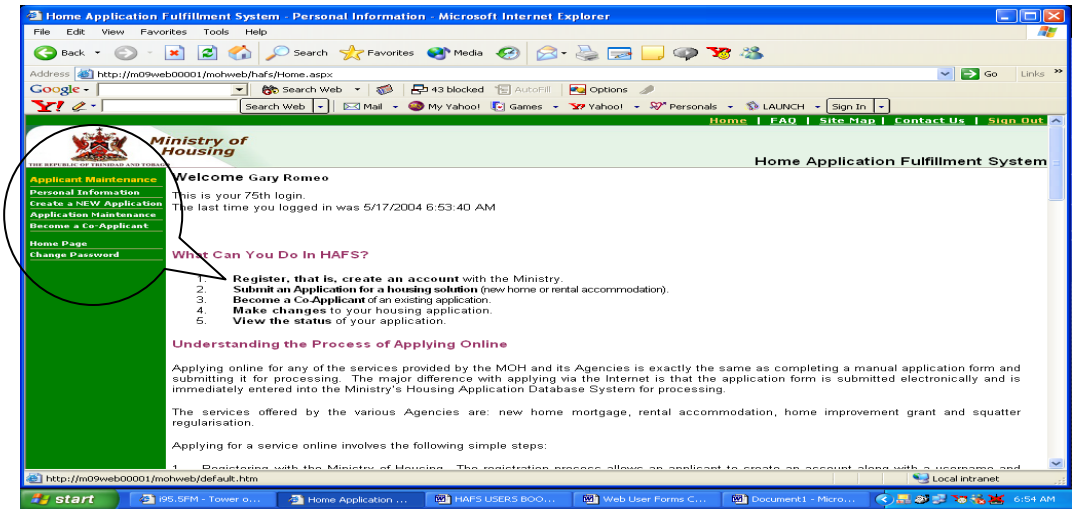
1. Click ***Sign Out*** or ***Home*** on the registration form; or
2. Close Web browser window.



Entering Personal and Financial Information

The next step in the application process requires the applicant to complete entry of their personal, demographic and financial information.

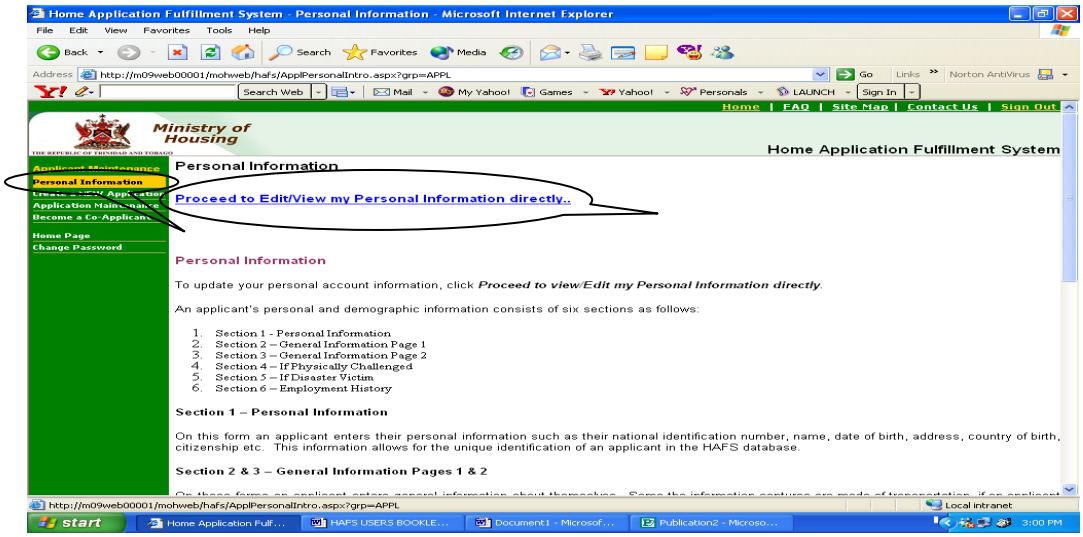
Enter your **Username** and **Password** at the HAFS ***Login*** page. The HAFS **Welcome** page appears:


Home Application Fulfillment System - Personal Information - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Applicant Maintenance
Personal Information
Create a NEW Application
Application Maintenance
Become a Co-Applicant
Home Page
Change Password
Welcome Gary Romeo
This is your 75th login.
The last time you logged in was 5/17/2004 6:53:40 AM
What Can You Do In HAFS?
1. Register, that is, create an account with the Ministry.
2. Submit an Application for a housing solution (new home or rental accommodation).
3. Become a Co-Applicant of an existing application.
4. Make changes to your housing application.
5. View the status of your application.
Understanding the Process of Applying Online
Applying online for any of the services provided by the MOH and its Agencies is exactly the same as completing a manual application form and submitting it for processing. The major difference with applying via the Internet is that the application form is submitted electronically and is immediately entered into the Ministry's Housing Application Database System for processing.
The services offered by the various Agencies are: new home mortgage, rental accommodation, home improvement grant and squatter regularisation.
Applying for a service online involves the following simple steps:

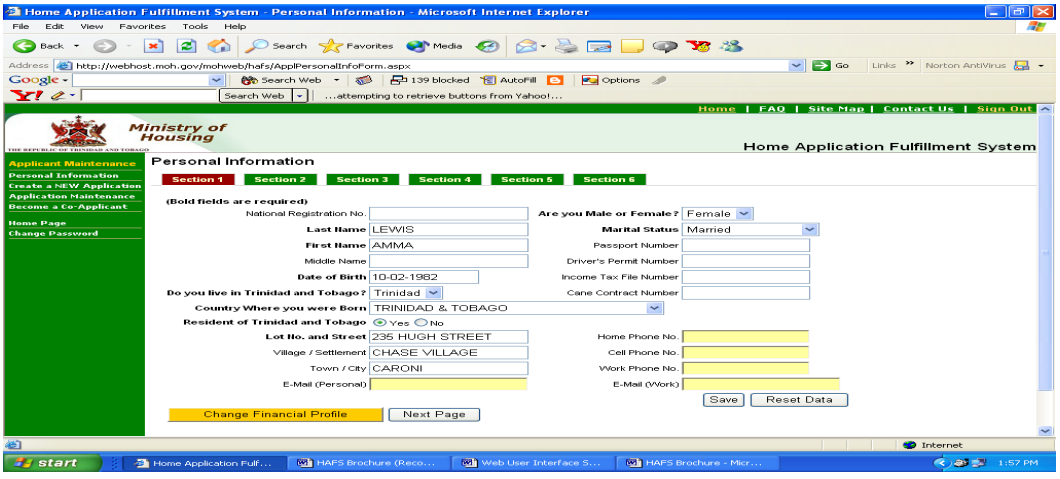
The HAFS Menu allows the an applicant to navigate through the various functions in HAFS. These functions are:

- Personal Information
- Create a New Application
- Application Maintenance
- Become a Co-Applicant
- Home Page
- Change Password

Click ***Personal Information*** on the HAFS Menu. The **Personal Information** page appears:


Home Application Fulfillment System - Personal Information - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Personal Information
Proceed to Edit/View my Personal Information directly..
Personal Information
To update your personal account information, click Proceed to view/Edit my Personal Information directly.
An applicant's personal and demographic information consists of six sections as follows:
1. Section 1 - Personal Information
2. Section 2 – General Information Page 1
3. Section 3 – General Information Page 2
4. Section 4 – If Physically Challenged
5. Section 5 – If Disaster Victim
6. Section 6 – Employment History
Section 1 – Personal Information
On this form an applicant enters their personal information such as their national identification number, name, date of birth, address, country of birth, citizenship etc. This information allows for the unique identification of an applicant in the HAFS database.
Section 2 & 3 – General Information Pages 1 & 2

Click ***Proceed to View/Edit my Personal Information directly***. The **Personal Information - Section 1** page appears:



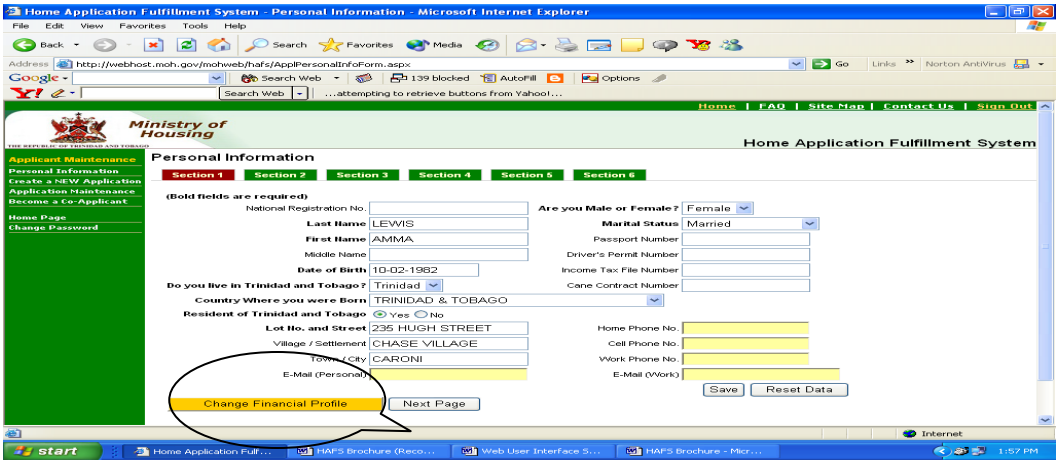
An applicant's personal and demographic information consists of six sections as follows:

1. Personal Information
2. General Information Page 1
3. General Information Page 2
4. If Physically Challenged
5. If Disaster Victim
6. Employment History

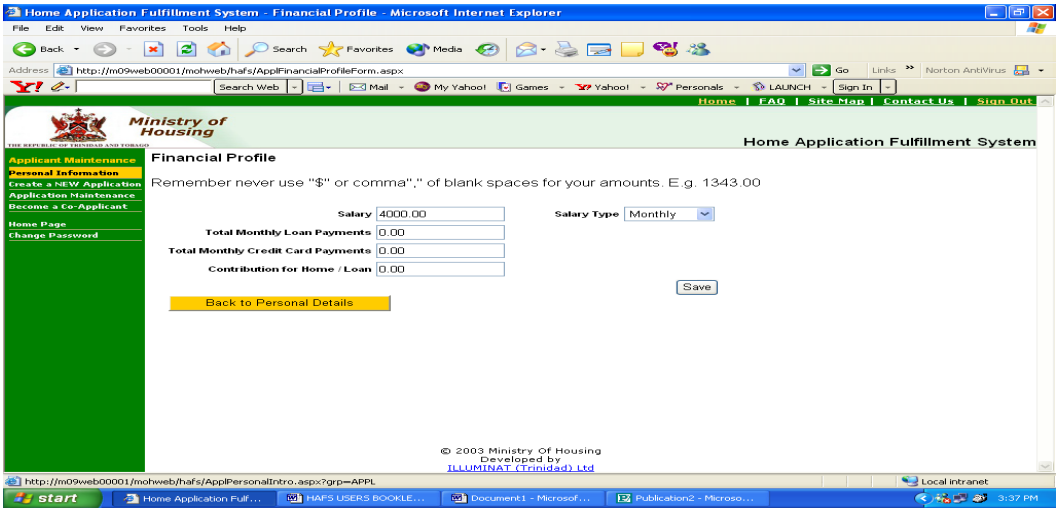
To update information:

1. Click the ***Section*** that contains the information you wish to update.
2. Update information.
3. Click ***Save*** to records changes or ***Reset Data*** to undo changes.

To update your financial information, click ***Change Financial Profile*** on the **Personal Information - Section 1** page.



The **Financial Profile** page appears:


Home Application Fulfillment System - Financial Profile - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Applicant Maintenance
Personal Information
Create a NEW Application
Application Maintenance
Become a Co-Applicant
Home Page
Change Password
Financial Profile
Remember never use "$" or comma"," of blank spaces for your amounts. E.g. 1343.00
Salary 4000.00
Salary Type Monthly
Total Monthly Loan Payments 0.00
Total Monthly Credit Card Payments 0.00
Contribution for Home / Loan 0.00
Save
Back to Personal Details
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An applicant's financial information is very important. It determines if an application financially qualify for a new home or rental accommodation. That is, HAFS will automatically determine the financial status (financially qualified, not financially qualified) of an application (applicant) in relation to the selected housing preferences, available housing solutions, the cost of the housing solution, and the terms of the mortgage.

If you do not enter your financial information, HAFS will automatically default your financial status to ***NOT Financially Qualified***. It is in the applicant's best interest that they enter at minimum, their income and expense information.

Click on the relevant section that contains that information you wish to change or update. After making changes, click on the ***Save*** option to record changes.

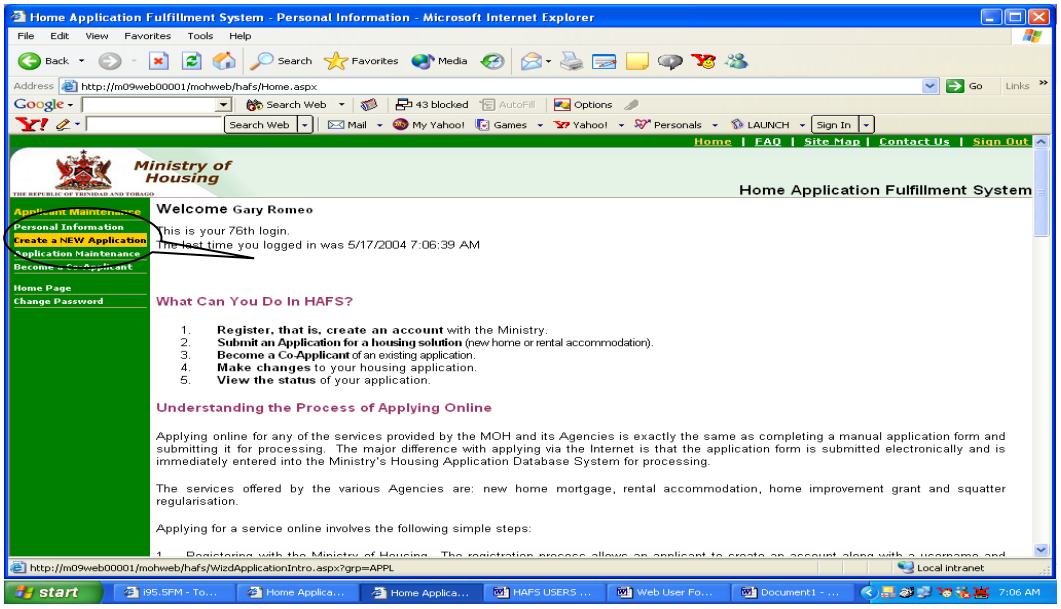
You are now ready to proceed to the next step in the application process.

Applying for a New Home

In this phase of the application process, an applicant creates and submits an application for a housing solution. The steps involved are:

1. Selecting the type of solution/services required.
2. Selecting the Agency and type of application to be created.
3. Indicating housing preferences.
4. Entering household member's information (if applicable).
5. Submitting the application.

The Create a New Application function is an wizard that takes you through the application process step by step. To start creating an application, click ***Create a NEW Application*** on the HAFS Menu.


Home Application Fulfillment System - Personal Information - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Welcome Gary Romeo
This is your 76th login.
The last time you logged in was 5/17/2004 7:06:39 AM
Personal Information
Create a NEW Application
Home Page
Change Password
What Can You Do In HAFS?
Register, that is, create an account with the Ministry.
Submit an Application for a housing solution (new home or rental accommodation).
Become a Co-Applicant of an existing application.
Make changes to your housing application.
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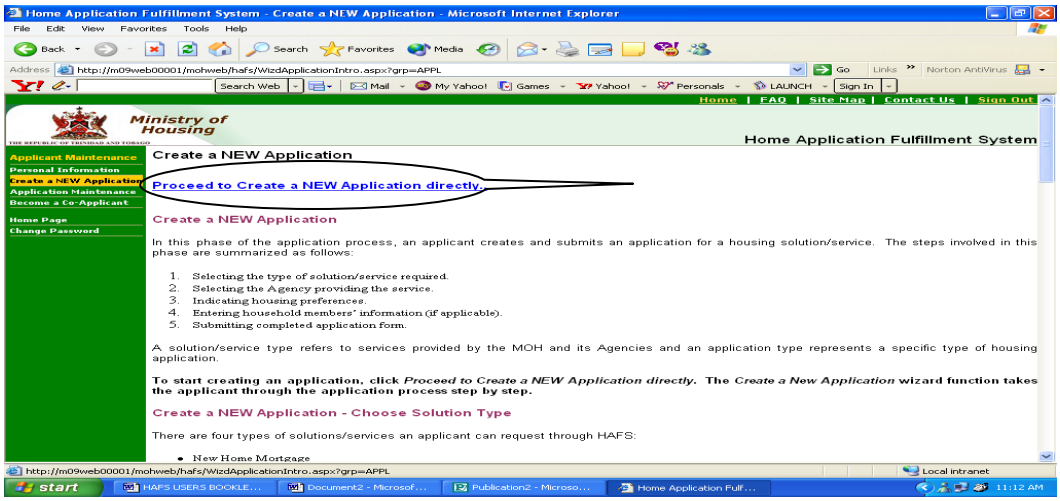
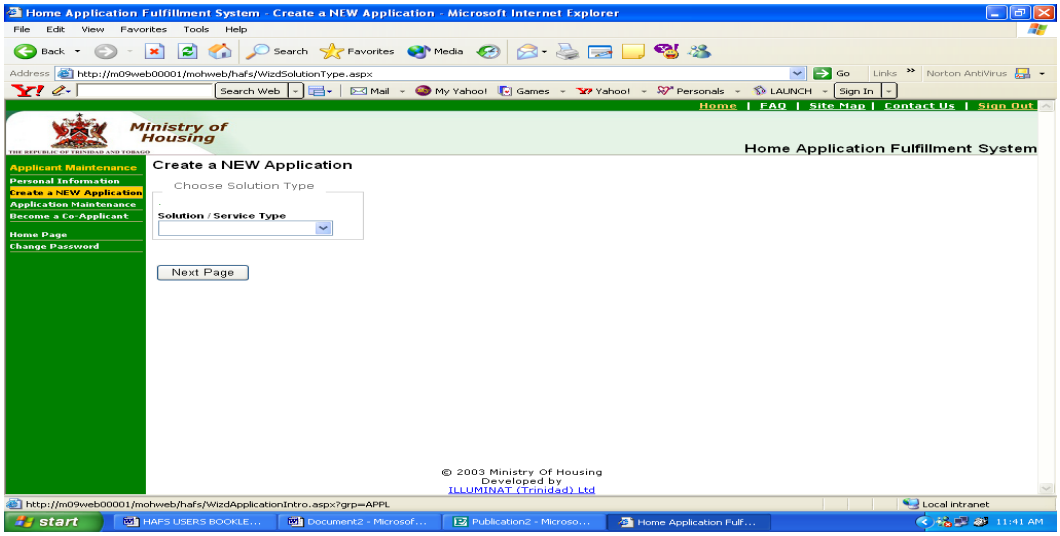
The services offered by the various Agencies are: new home mortgage, rental accommodation, home improvement grant and squatter regularisation.
Applying for a service online involves the following simple steps:

The **Create A New Application** page appears:


Home Application Fulfillment System - Create a NEW Application - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Applicant Maintenance
Personal Information
Create a NEW Application
Application Maintenance
Become a Co-Applicant
Home Page
Change Password
Create a NEW Application
Proceed to Create a NEW Application directly.
Create a NEW Application
In this phase of the application process, an applicant creates and submits an application for a housing solution/service. The steps involved in this phase are summarized as follows:
1. Selecting the type of solution/service required.
2. Selecting the Agency providing the service.
3. Indicating housing preferences.
4. Entering household members' information (if applicable).
5. Submitting completed application form.
A solution/service type refers to services provided by the MOH and its Agencies and an application type represents a specific type of housing application.
To start creating an application, click Proceed to Create a NEW Application directly. The Create a New Application wizard function takes the applicant through the application process step by step.
Create a NEW Application - Choose Solution Type
There are four types of solutions/services an applicant can request through HAFS:
New Home Mortgage

Click ***Proceed to Create a New Application directly*** to start the application wizard. The following page appears:



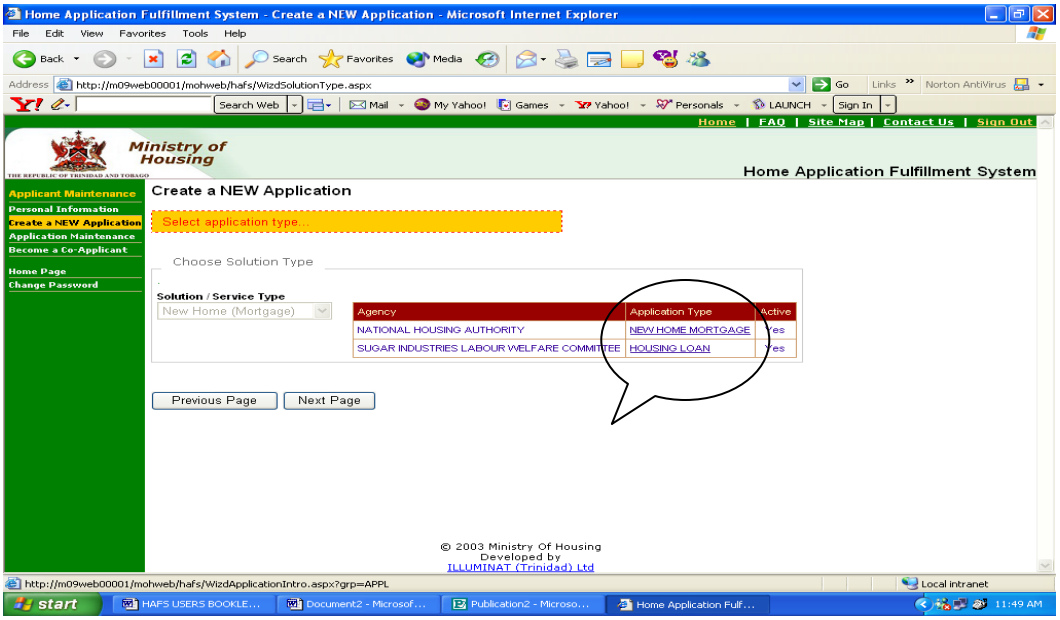
There are four types of solutions/services an applicant can request through HAFS:

- New Home Mortgage
- Rental Accommodation
- Squatter Regularization
- Home Improvement Grant.

Select a solution/service type from the drop down list. Read the instructions on each screen carefully before entering any information or proceeding to the next step in the application process.

Use ***Previous Page*** and ***Next Page*** to navigate backwards and forwards through the **Create a NEW Application** wizard. Click ***Next Page*** to proceed to the next step in the application process.

The **Select Application Type** page appears:



This step involves selecting the Agency that provides the type of service/solution requested, thus defining the type of application that is to be created. The Agencies of the Ministry of Housing and the services they provide are:

- National Housing Authority (NHA)
  - ♦ New Home Mortgages
  - ♦ Rental Accommodations
  - ♦ Home Improvement Grants
  - ♦ Housing subsidies

- Sugar Industry Labour Welfare Committee (SILWC)
  - ♦ New Home Mortgages
  - ♦ Home Improvement Grants
  - ♦ Housing Subsidies

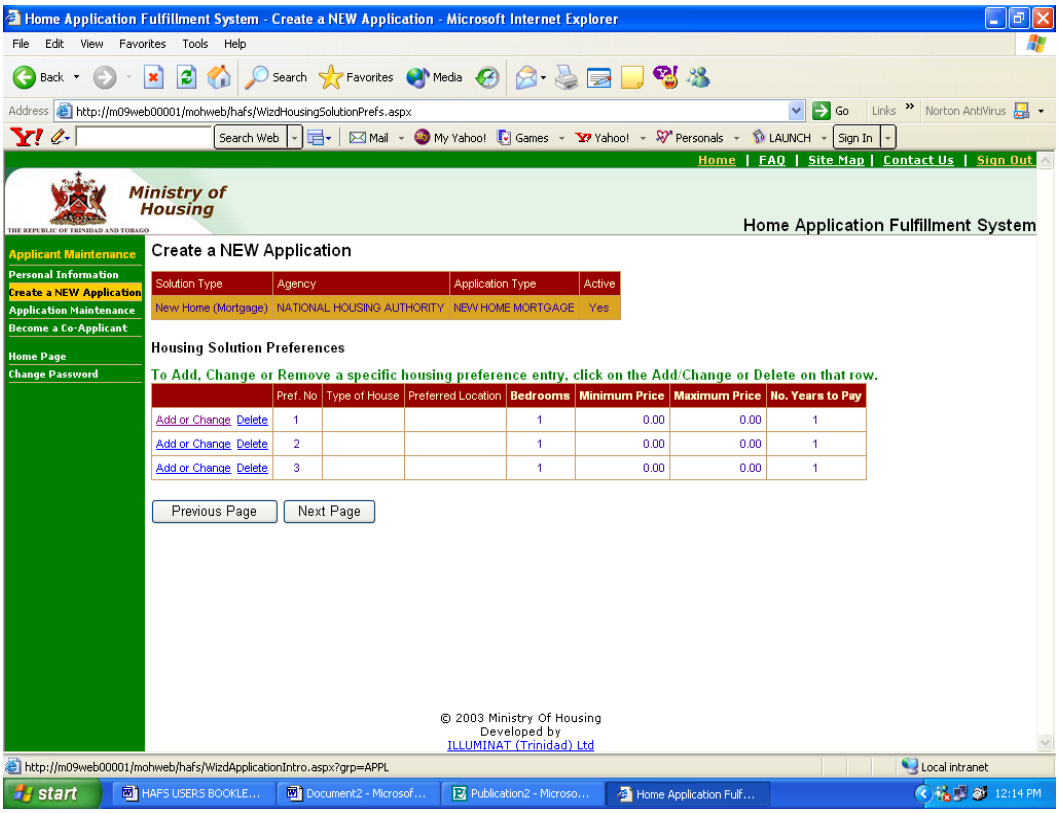
  SILWC provides these services only to workers of the sugar industry.

- Land Settlement Agency (LSA)
  - ♦ Squatter Regularisation

Click on the **Application Type** with the associated Agency that will provide the service being requested.

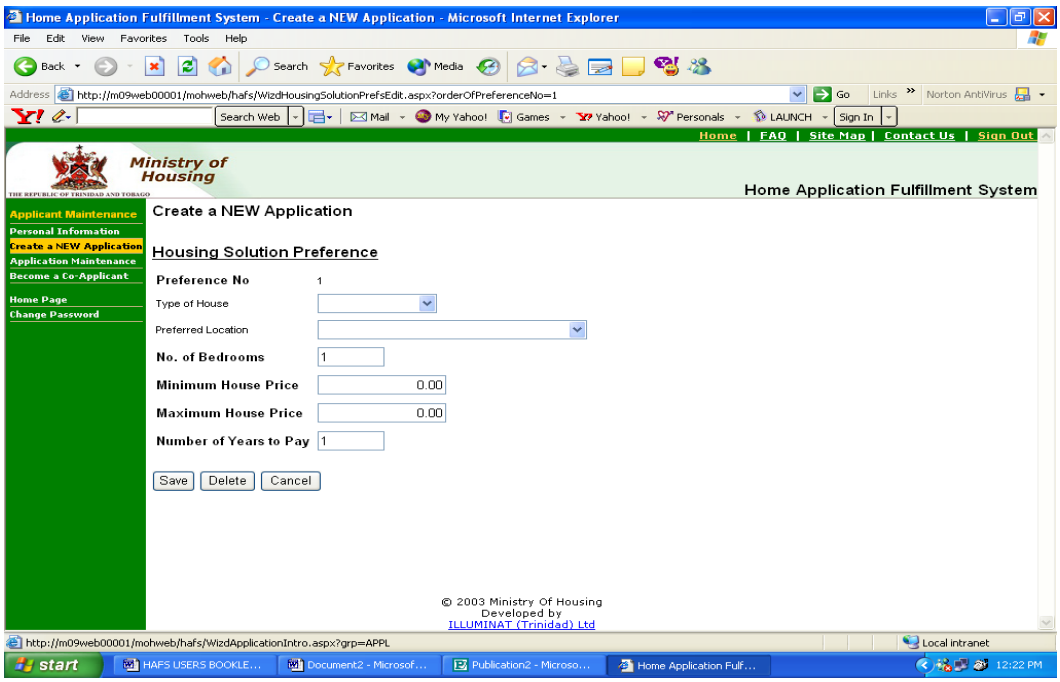
Click ***Next Page*** to proceed to the next step in the application process.

The **Housing Solution Preference** page appears:



This step involves entering the housing solution preferences. An applicant indicates in order of preference, a maximum of three housing solution. This is done by selecting the type of house, the preferred location, the number of bedrooms, the minimum and maximum cost of the solution they can afford, and length of the terms of the loan.

Each solution is entered individually by clicking ***Add or Change*** of each solution preference. The following page appears:



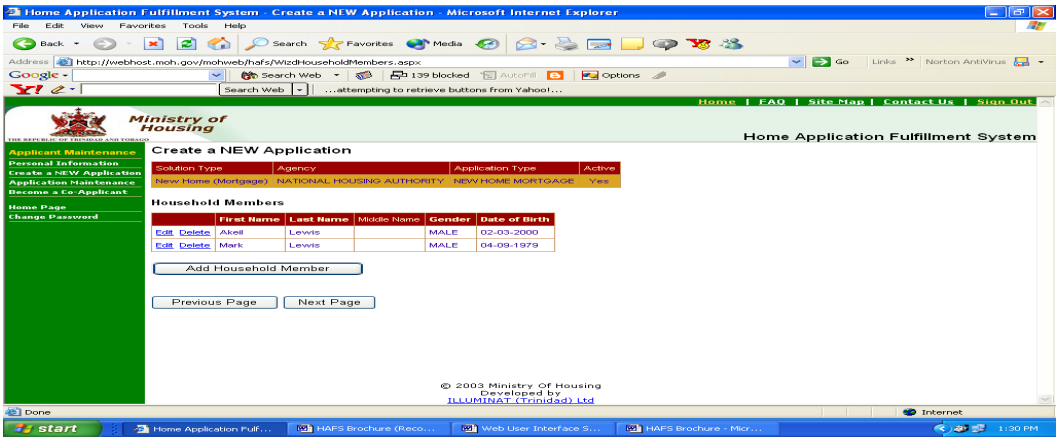
Enter a solution preference and click ***Save*** to return to Housing Solution Preferences page.

To delete a Solution Preference, click ***Delete***.

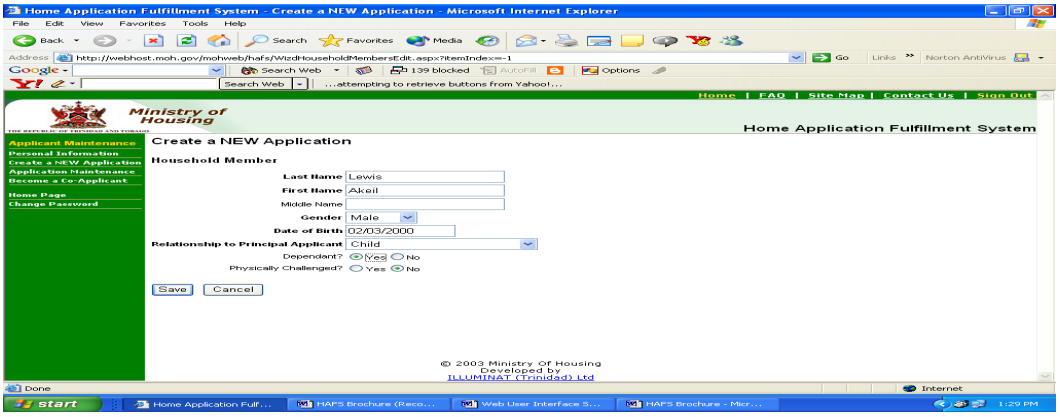
To undo or cancel changes, click ***Cancel***.

After entering all solutions preferences, click ***Next Page*** to proceed to the next step in the application process.

The ***Household Members*** page appears:

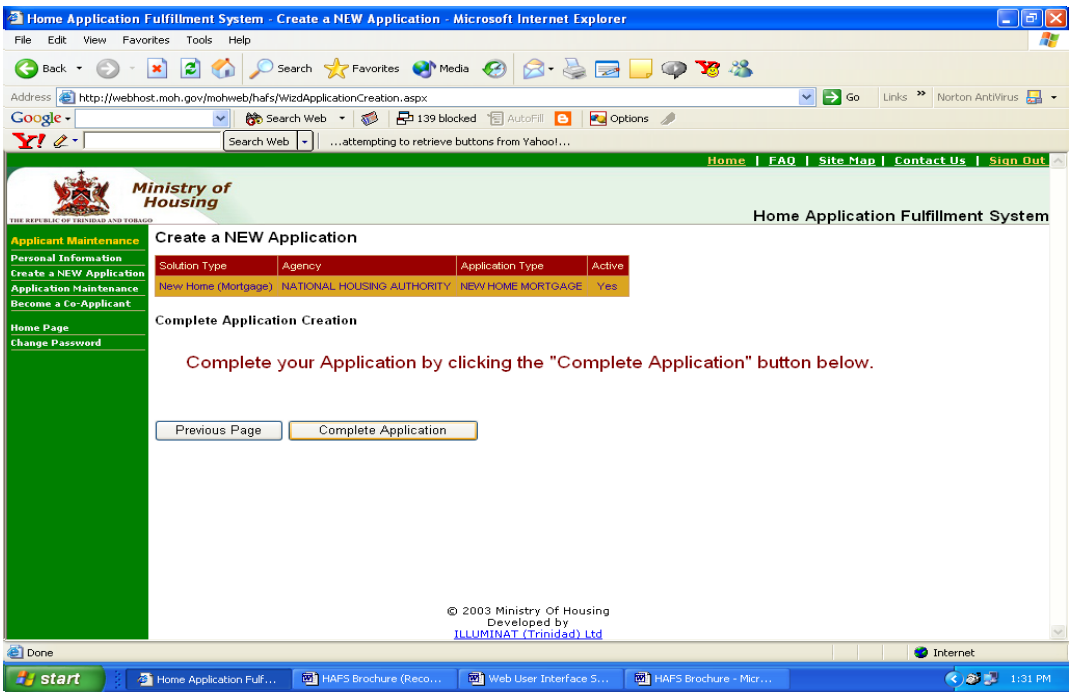


This step involves entering all persons who will be members of the applicant's household. An applicant lists all persons who are to be members of their household by indicating the member's: Last name, first name, middle name, gender, date of birth, relationship to principal applicant, dependent and physically challenged status. An unlimited number of household members can be entered. Each household member is entered individually by clicking ***Add or Change Household Member***. The following page appears:



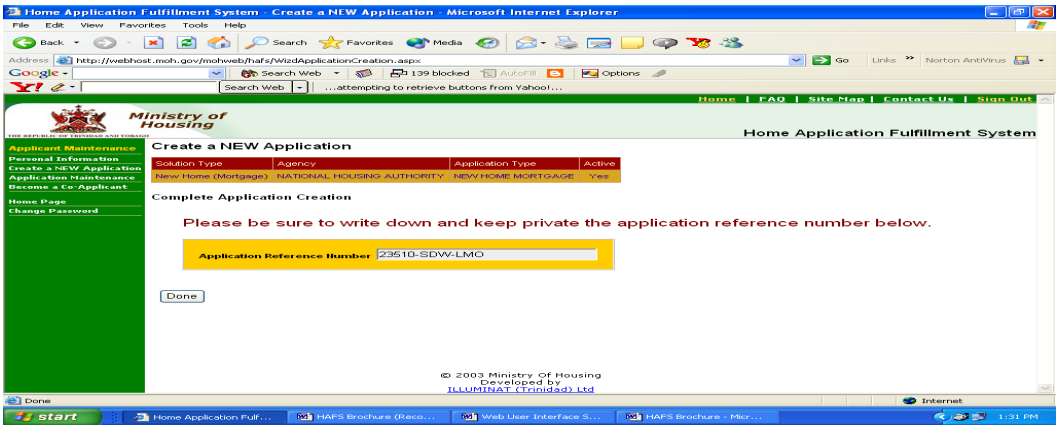
Enter a household member and click ***Save*** to return to previous page. After entering all household members, click ***Next Page*** to proceed to the next step in the application process.

The ***Complete Application Creation*** page appears:



The final step in the application creation process is submission of the completed application form. During this phase, the System generates and assigns a unique reference number to your application. The Application Reference Number is used to access an applicant's application in HAFS.

Click ***Complete Application***. The following page appears:


Home Application Fulfillment System - Create a NEW Application - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Create a NEW Application
Complete Application Creation
Please be sure to write down and keep private the application reference number below.
Application Reference Number
23510-SDW-LMO
Done
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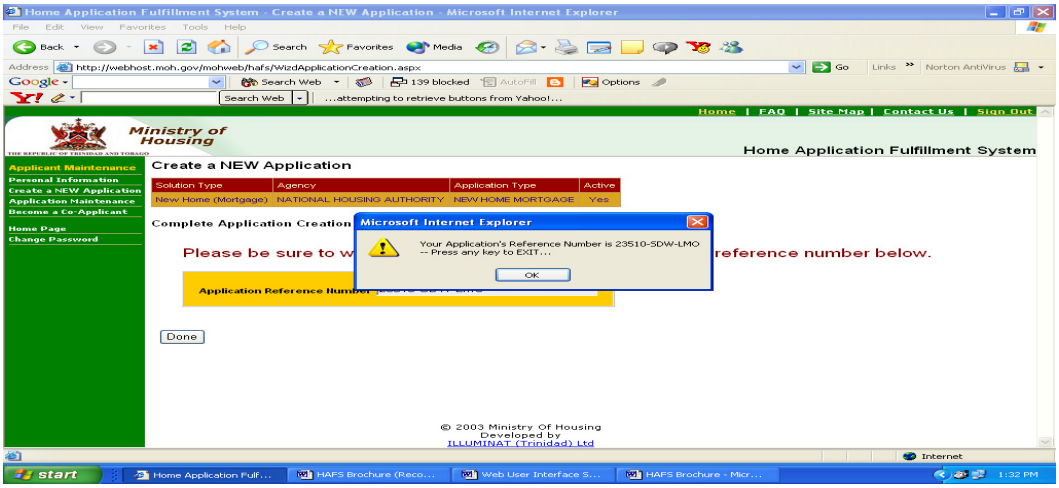
Write down the application reference number and click ***Done***. The following page appears:


Home Application Fulfillment System - Create a NEW Application - Microsoft Internet Explorer
Ministry of Housing
Home Application Fulfillment System
Create a NEW Application
Microsoft Internet Explorer
Your Application's Reference Number is 23510-SDW-LMO
-- Press any key to EXIT...
OK
Done
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Write down the application reference number and click ***OK***. You have just completed creating a new application for a housing solution.

Applying For A Rental Accommodation

To apply for a Rental Accommodation follow the instructions for ***Applying for a New Home*** (Pages 16-23).

Select ***Rental Accommodation*** when prompted to choose a ***Service/Solution Type***.

Applying For A Home Improvement Grant

To apply for a Home Improvement Loan follow the instructions for ***Applying for a New Home*** (Pages 16-23).

Select ***Home Improvement Grant*** when prompted to choose a ***Service/Solution Type***.

Applying For Squatter Regularisation

To apply for Squatter Regularisation follow the instructions for ***Applying for a New Home*** (16-23).

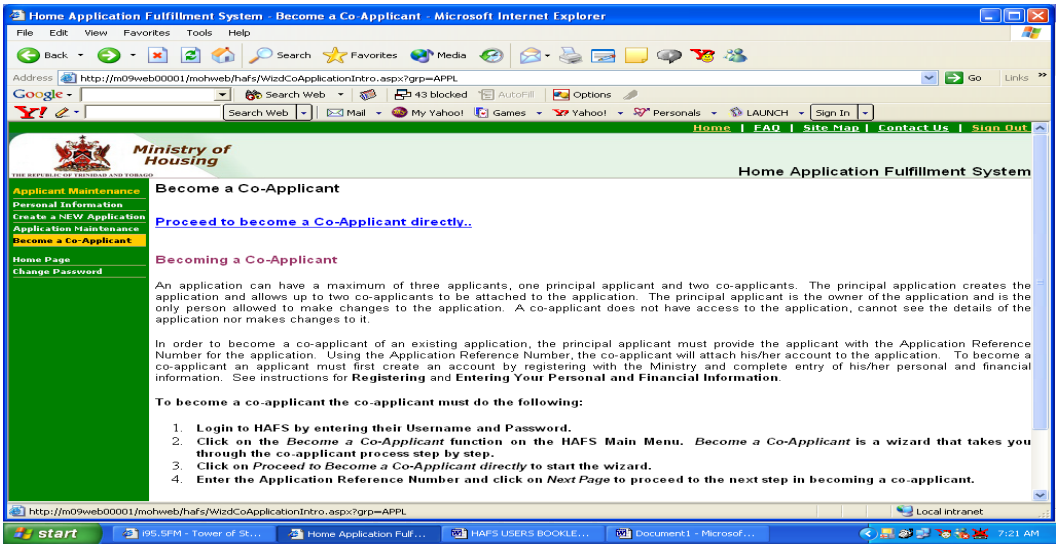
Select ***Squatter Regularisation*** when prompted to choose a ***Service/Solution Type***.

Becoming A Co-Applicant

An applicant can have a maximum of three (3) applicants, one (1) principal applicant and two (2) co-applicants. The principal application creates the application and allows up to two co-applicants to be attached to the application. The principal applicant is the owner of the application and is the only person allowed to make changes to the application. A co-applicant does not have access to the application, cannot see the details of the application or makes changes to it.

In order to become a co-applicant of an existing application, the principal applicant must provide the applicant with the Application Reference Number for the application. Using the Application Reference Number, the co-applicant will attach his/her account to the application. To become a co-applicant an applicant must first create an account by registering with the Ministry and complete entry of his/her personal and financial information. See instructions for **Registering** and **Entering Your Personal and Financial Information**.

To become a co-applicant of an application, click on the ***Become a Co-Applicant*** option on the HAFS Menu. The **Become a Co-Applicant** page appears:


Home Application Fulfillment System - Become a Co-Applicant - Microsoft Internet Explorer
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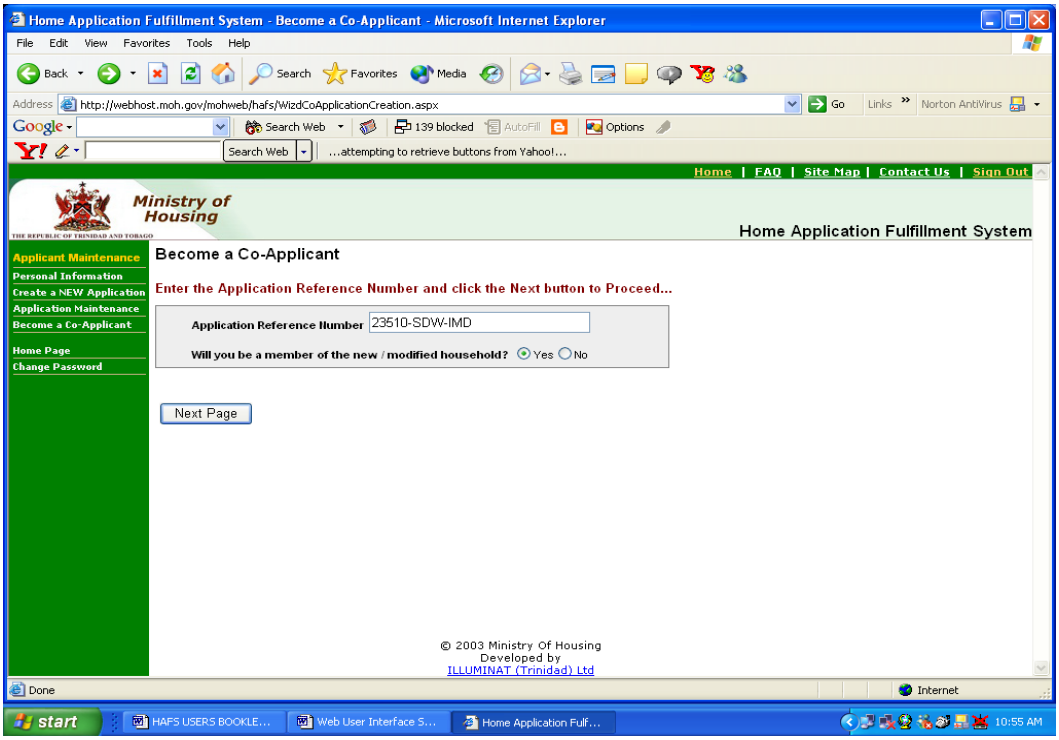
Applicant Maintenance
Personal Information
Create a NEW Application
Application Maintenance
Become a Co-Applicant
Home Page
Change Password
Become a Co-Applicant
Proceed to become a Co-Applicant directly..
Becoming a Co-Applicant
An application can have a maximum of three applicants, one principal applicant and two co-applicants. The principal application creates the application and allows up to two co-applicants to be attached to the application. The principal applicant is the owner of the application and is the only person allowed to make changes to the application. A co-applicant does not have access to the application, cannot see the details of the application nor makes changes to it.
In order to become a co-applicant of an existing application, the principal applicant must provide the applicant with the Application Reference Number for the application. Using the Application Reference Number, the co-applicant will attach his/her account to the application. To become a co-applicant an applicant must first create an account by registering with the Ministry and complete entry of his/her personal and financial information. See instructions for Registering and Entering Your Personal and Financial Information.
To become a co-applicant the co-applicant must do the following:
1. Login to HAFS by entering their Username and Password.
2. Click on the Become a Co-Applicant function on the HAFS Main Menu. Become a Co-Applicant is a wizard that takes you through the co-applicant process step by step.
3. Click on Proceed to Become a Co-Applicant directly to start the wizard.
4. Enter the Application Reference Number and click on Next Page to proceed to the next step in becoming a co-applicant.

Become a Co-Applicant is a wizard function that takes you through the co-applicant process step by step. Click ***Proceed to Become a Co-Applicant directly*** to start the wizard. The following page appears:


Home Application Fulfillment System - Become a Co-Applicant - Microsoft Internet Explorer
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Become a Co-Applicant
Enter the Application Reference Number and click the Next button to Proceed...
Application Reference Number
23510-SDW-IMD
Will you be a member of the new / modified household?
Yes
No
Next Page
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Enter the Application Reference Number and click ***Next Page*** to proceed to the next step in becoming a co-applicant. A message appears on the **Become a Co-Applicant** page indicating that the co-application was successful.

Click ***Done*** to exit the co-application process.

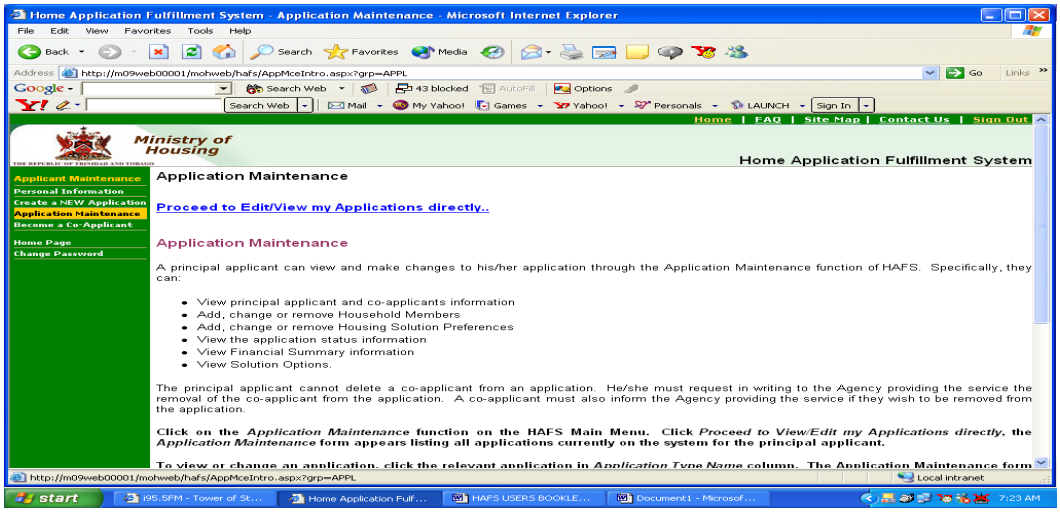
Application Maintenance

A principal applicant can view and make changes to his/her application through the Application Maintenance function of HAFS. Specifically, they can:

- View principal applicant and co-applicants information
- Add, edit or delete Housing Solution Preferences
- Add, edit or delete Household Members
- View the application status information
- View Financial Summary information
- View Solution Options.

The principal applicant cannot delete a co-applicant from an application. He/she must request in writing to the Agency providing the service the removal of the co-applicant from the application. A co-applicant must also inform the Agency providing the service if they wish to be removed from the application.

Click ***Application Maintenance*** on the HAFS menus, the **Application Maintenance** page appears: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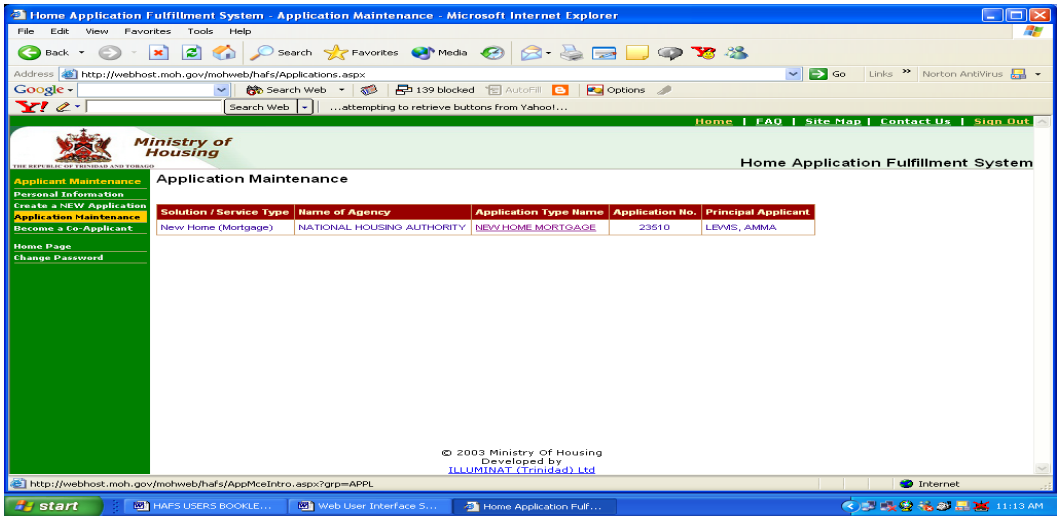
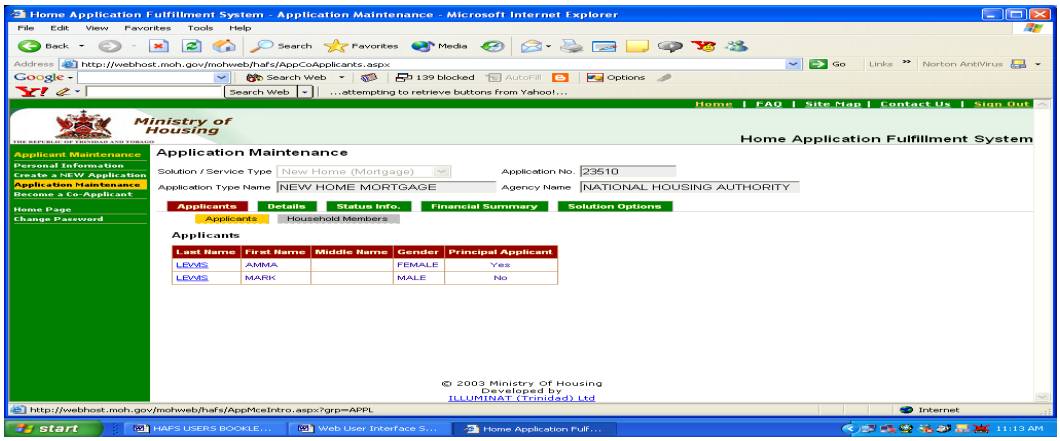
Application Maintenance
Proceed to Edit/View my Applications directly..
Application Maintenance
A principal applicant can view and make changes to his/her application through the Application Maintenance function of HAFS. Specifically, they can:
View principal applicant and co-applicants information
Add, change or remove Household Members
Add, change or remove Housing Solution Preferences
View the application status information
View Financial Summary information
View Solution Options.
The principal applicant cannot delete a co-applicant from an application. He/she must request in writing to the Agency providing the service the removal of the co-applicant from the application. A co-applicant must also inform the Agency providing the service if they wish to be removed from the application.
Click on the Application Maintenance function on the HAFS Main Menu. Click Proceed to View/Edit my Applications directly, the Application Maintenance form appears listing all applications currently on the system for the principal applicant.

Click ***Proceed to View/Edit my Applications directly***, the following page appears listing all applications currently on the system for the principal applicant.

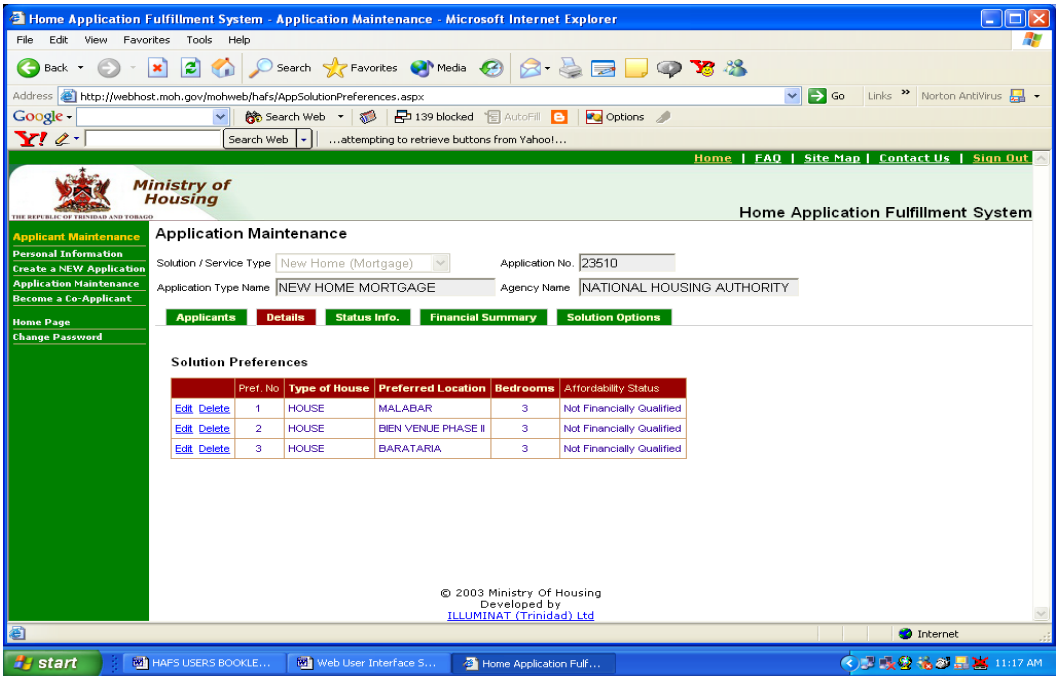


To view or change an application, click on the application number in ***Application No.*** column. The **Application Maintenance - Applicants** page appears:



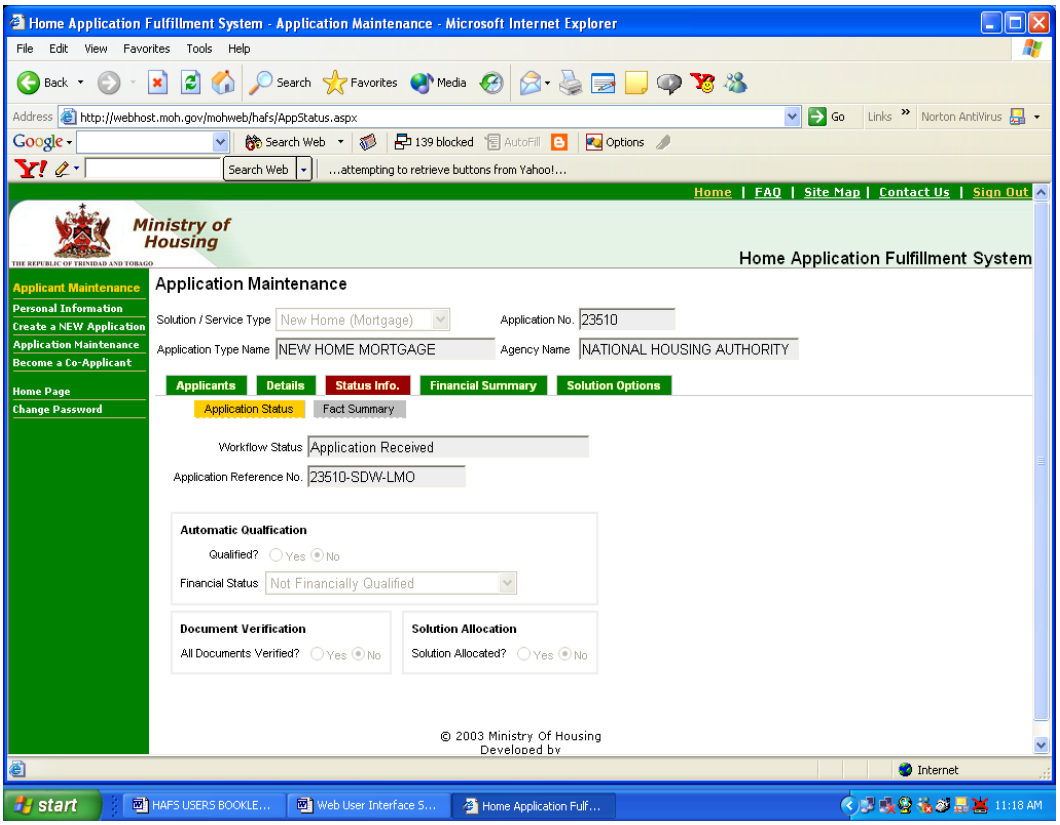
This page consists of two forms that contain information for **Applicants** and **Household Members**. Applicants' information can only be viewed, while household members' information can be viewed and edited. Click ***Previous Page*** or *Next Page* to navigate through pages.

To view or edit housing solution preferences, click on the **Details** option, the **Application Maintenance –Details** page appears:



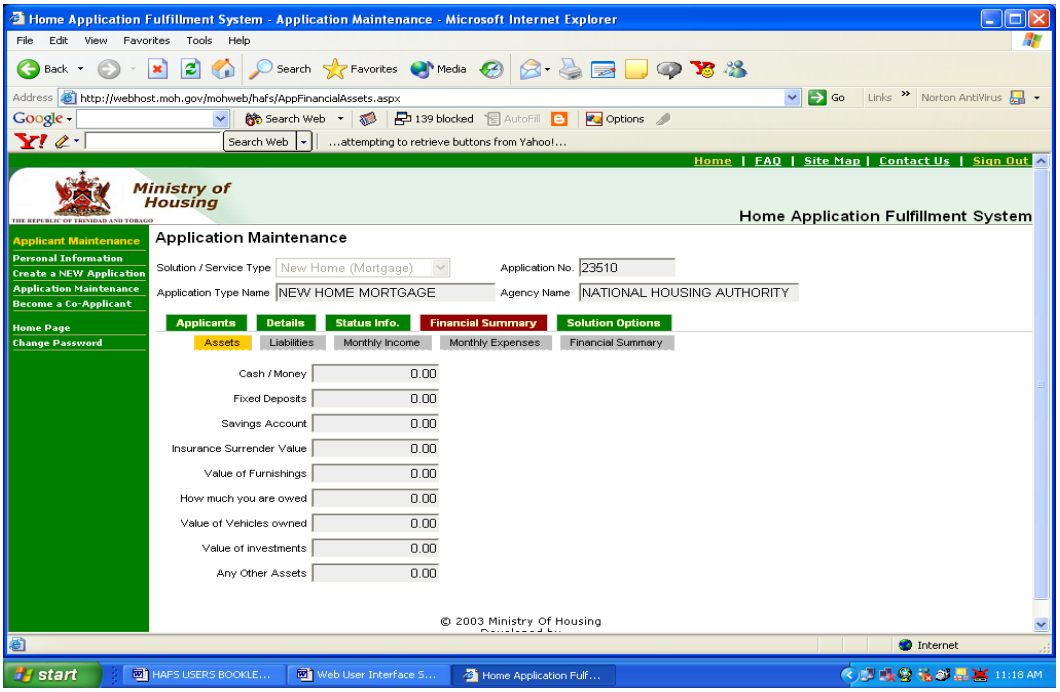
The principal applicant can view, edit or delete his/her housing solution preferences. Click on the solution preference you wish to view, change or delete.

To view the status information for your application, click ***Status Info***., the **Application Maintenance – Status Info.** page appears:



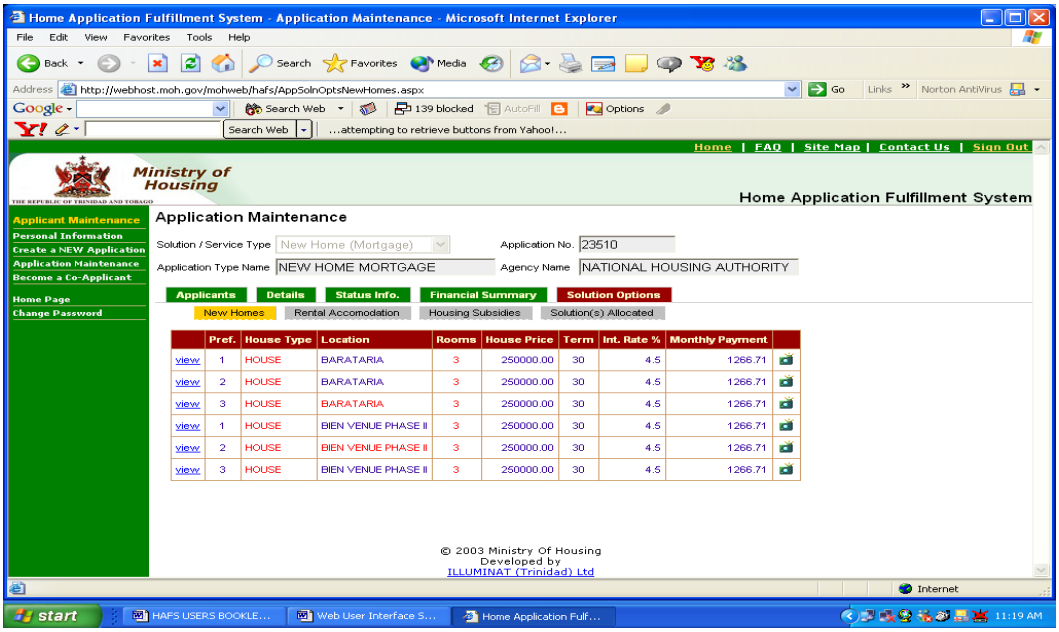
This page consists of two forms that contain information on the **Application Status** and **Fact Summary** (summarized information about the application). Information on these forms can only be viewed. Click ***Previous Page*** or *Next Page* to navigate through pages.

To view the summarized financial information for your application, click ***Financial Summary***, the **Application Maintenance – Financial Summary** page appears:



This screen consists of five forms: **Assets**, **Liabilities**, **Monthly Income**, **Monthly Expenses** and **Financial Summary**. The information displayed is based on the summarized financial totals of the principal applicant and all co-applicants associated with the application. Information on these forms can only be viewed. Click ***Previous Page*** or *Next Page* to navigate through pages.

To view the housing solutions available for the housing preferences selected for an application, click on ***Solution Options***, the **Application Maintenance – Solutions Options** page appears: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Solution / Service Type New Home (Mortgage)
Application No. 23510
Application Type Name NEW HOME MORTGAGE
Agency Name NATIONAL HOUSING AUTHORITY
Applicants
Details
Status Info.
Financial Summary
Solution Options
New Homes
Rental Accomodation
Housing Subsidies
Solution(s) Allocated
Pref. | House Type | Location | Rooms | House Price | Term | Int. Rate % | Monthly Payment
view | 1 | HOUSE | BARATARIA | 3 | 250000.00 | 30 | 4.5 | 1266.71
view | 2 | HOUSE | BARATARIA | 3 | 250000.00 | 30 | 4.5 | 1266.71
view | 3 | HOUSE | BARATARIA | 3 | 250000.00 | 30 | 4.5 | 1266.71
view | 1 | HOUSE | BIEN VENUE PHASE II | 3 | 250000.00 | 30 | 4.5 | 1266.71
view | 2 | HOUSE | BIEN VENUE PHASE II | 3 | 250000.00 | 30 | 4.5 | 1266.71
view | 3 | HOUSE | BIEN VENUE PHASE II | 3 | 250000.00 | 30 | 4.5 | 1266.71
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start
11:19 AM

This page consists of four forms: **New Homes**, **Rental Accommodations**, **Housing Subsidies**, and **Solution Allocated**. The **New Homes** form displays all available new home solutions that match the preferences requested on the application. The **Rental Accommodation** form displays all available rental accommodations if there are no new housing solutions available. The **Solution Allocated** form displays information on the housing solution allocated to the applicant. Information on these forms can only be viewed. Click ***Previous Page*** or *Next Page* to navigate through pages.

Signing Out of HAFS

Once you have completed all your transactions in the Home Application Fulfillment System you must sign out. To do so, click ***Sign Out*** located on the page you are currently on. A message will be displayed indicating that you have been signed out from the System.

Glossary

Account - Each applicant is represented in HAFS as an individual "account" with a unique username and password. An applicant's account contains all his/her's personal, demographic and financial information. In order to create an application requesting a service, an applicant must first create his/her account.

Agency – any one of the three agencies of the Ministry of Housing responsible for implementing the Ministry's Settlement Programmes. The Agencies are National Housing Authority (NHA), Sugar Industry Labour Welfare Committee (SILWC) and Land Settlement Agency (LSA).

Co-Applicant – An applicant who applies for a service with another applicant.

HAFS – An acronym for Home Application Fulfillment System.

Ministry – Ministry of Housing

MOH – Ministry of Housing

Principal Applicant – The applicant who creates and thereby owns an application. An application can only be viewed and edited by the principal applicant.

Registering – The process of registering with the Ministry of Housing by creating an individual applicant account.

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